

## **City of Manchester Business Code Compliance Program Manchester Economic Development Office**

The Business Code Compliance Program provides matching grants to small business and commercial property owners to cover a portion of the cost of improvements to existing buildings that are required under certain building, health and life safety codes, Americans with Disabilities Act requirements or other similar codes and requirements in circumstances where the requirement to implement such improvements is triggered by a change in use, occupancy, ownership, tenancy or other similar change in circumstances and where completion of the proposed improvements is necessary in order for a City of Manchester Building Permit, Certificate of Occupancy or license to be issued. Funding for the program is made possible through the US Department of Housing and Urban Development (HUD), Community Development Block Grant (CDBG) program and certain restrictions and requirements apply. The program is administered through the Manchester Economic Development Office (MEDO).

### **What the Program Offers You**

Matching grants can be awarded in amounts up to \$5,000 per building owner or \$3,500 per business tenant. For example, if a qualified property owner spends \$10,000 on eligible building improvements, a reimbursement totaling \$5,000 may be granted.

To ensure that your project qualifies for matching funds, **it is necessary to apply and get approval for grant funding before beginning the project. Receipts will be required. Any projects that have started construction prior to the City's approval, will be disqualified.**

### **Business/Project Eligibility**

Eligible projects are limited to fit-ups or renovations of commercial space within existing buildings intended to accommodate new businesses or to facilitate the expansion of existing businesses. Major rehabilitation (valued at more than 50% of the assessed value of the building or property) and new construction projects are not eligible.

Matching grant funds are available to or for businesses with less than 25 employees located within certain target neighborhoods that the City believes could significantly benefit from new investment. However, assistance to businesses in other areas of the City is not precluded provided certain program criteria are met.

To ensure that the City's investment in the business is protected, tenants must demonstrate that they have a minimum of two years remaining on their leases.

Since this program is funded through HUD, certain requirements need to be met in order to receive assistance. These include job creation, Davis Bacon Act compliance and other requirements. Interested business owners should confer with MEDO staff to determine eligibility.

### **What types of improvements are eligible for the grant program?**

In order to qualify for matching funds under the Code Compliance program, a determination that specific improvements are required by a Building, Fire, Health, Planning Department or other official of the City must be obtained. Qualifying improvements may include fire suppression and alarm systems, HVAC, electrical and plumbing work, accessibility/ADA related improvements and other similar improvements. Examples include installation of sprinkler systems, exhaust hoods, bathrooms, handicapped ramps, and other similar improvements.

“Sweat Equity” is not reimbursable under the program.

### **How are funds dispersed?**

Matching grant funds are dispersed as a reimbursement to the applicant or directly to qualified contractors only after all applicable work is completed to the satisfaction of the City. Typically this is evidenced by issuance of a Certificate of Occupancy or other permit, license or approval. Reimbursements will not be made directly to an applicant until the applicant’s matching share of the funds has been paid over to eligible contractors.

### **How do I apply?**

Applications for grants are available at the Manchester Economic Development Office located at One City Hall Plaza, or on-line at [www.yourmanchesternh.com](http://www.yourmanchesternh.com). For more information, call (603) 624-6505.

It is necessary to complete the application and meet with staff before the City can reserve matching funds for your project. Once the project is approved and the project agreement is signed applicants are eligible for reimbursement upon project completion. Please remember to save all receipts.

Please note that the availability of funds under the program is limited. Please contact MEDO prior to submitting an application to determine if funding is available.

For further information, please call (603) 624-6505

**CITY OF MANCHESTER  
CODE COMPLIANCE  
MATCHING GRANT APPLICATION FORM**

Applicant information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

General Description of Improvements Planned (attach additional sheets if necessary): \_\_\_\_\_

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Describe Specific Code Compliance Improvements (cite by name and section number if applicable):

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PLEASE ATTACH THE FOLLOWING:

- (1) Specifications outlining work to be performed.
- (2) Names of City Departments and Staff that are overseeing the Code Compliance.
- (3) Proposed budget and cost estimates.
- (4) Which City permits are required to proceed with the proposed work? (List):

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- (5) Tenants - please attach a copy of your lease.

TOTAL ESTIMATED PROJECT COST: \$ \_\_\_\_\_

ESTIMATED TOTAL COST OF CODE COMPLIANCE IMPROVEMENTS:

\$ \_\_\_\_\_ (Attach estimates)

GRANT FUNDS REQUESTED: \$ \_\_\_\_\_

Note: The City of Manchester is using HUD CDBG funds to support this matching grant program. To substantiate the impact and benefit accruing from the use of these funds (HUD) requests that the applicant provide certain information by completing the questionnaire on the following page. Your assistance in this regard is sincerely appreciated and is necessary in order to receive matching grant assistance through this Program.

By agreeing to participate in the Code Compliance Program, the applicant accepts that the City of Manchester cannot be responsible for the timeliness of completion of work by contractors, nor for the quality of materials or workmanship for any construction, repair work or renovation. The City does not promote particular craftsmen or contractors for projects completed under the terms of the Business Code Compliance Program and will reserve the right not to approve for matching grant payment to any project for which proper permits from the City of Manchester have not been issued.

**Please provide the following information for the business address at which improvements are proposed**

Existing Jobs Total #	Jobs to be Retained Full-time	Jobs to be Retained Part -time	Jobs to be Created Full-time	Jobs to be Created Part-time

**For jobs created, please specify the type of job below (i.e., sales clerk, mechanic, cook, clerical, etc.) and the salary range.**

# of Full Time Jobs Created	Type of job	Salary Range

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# of Part Time Jobs Created	Type of Job	Salary Range

I UNDERSTAND THAT APPROVAL OF THE MANCHESTER ECONOMIC DEVELOPMENT OFFICE IS A CONDITION OF SUCCESSFUL APPLICATION FOR THESE MATCHING FUNDS. I UNDERSTAND THAT FUNDS ARE GRANTED ON A REIMBURSEMENT BASIS ONLY, FOLLOWING COMPLETION OF APPROVED WORK BY AN ELIGIBLE VENDOR WHO CAN SUPPLY A FEDERAL IDENTIFICATION NUMBER AND SUBMISSION OF RECEIPTS FOR ALL ELIGIBLE IMPROVEMENTS, PAYROLL INFORMATION AND COPIES OF ALL RELATED CITY PERMITS REQUIRED. FUNDS ARE PROVIDED ON A ONE-TO-ONE MATCHING BASIS, AND AVAILABILITY WILL DEPEND UPON THE TOTAL PROGRAM BUDGET PROVIDED BY THE CITY OF MANCHESTER.

ANY PROPOSED WORK NOT APPROVED BY THE CITY OF MANCHESTER WILL NOT BE FUNDED.

SIGNED:

Applicant 1

Name (Print): \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

Applicant 2 (if any)

Name (Print): \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

Property Owner (if other than applicant)

Name (Print): \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

SUMMARY OF PROJECT BENEFICIAIRIES  
FOR  
JOBS CREATED/RETAINED

BUSINESS NAME: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**GENDER**

# of MALES \_\_\_\_\_ # of FEMALES \_\_\_\_\_

# of FEMALE HEADS OF HOUSEHOLDS \_\_\_\_\_

**RACE/ETHNICITY- FAMILY TYPE - INCOME**

HISPANIC	_____
WHITE	_____
BLACK/AFRICAN AMERICAN	_____
ASIAN	_____
AMERICAN INDIAN/ALASKAN NATIVE	_____
NATIVE HAWAIIAN / OTHER PACIFIC ISLANDER	_____
AMERICAN INDIAN/ ALASKAN NATIVE & WHITE	_____
ASIAN AND WHITE	_____
BLACK/AFRICAN AMERICAN & WHITE	_____
AMERICAN INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AMERICAN	_____
ASIAN/PACIFIC ISLANDER	_____
OTHER MULTI-RACIAL	_____
ELDERLY (>60 Y.O.)	_____
HANDICAPPED	_____
LOW INCOME	_____
VERY LOW INCOME	_____
MOD INCOME	_____
HIGH INCOME	_____
SMALL FAMILY (1-5)	_____
LARGE FAMILY( more than 6)	_____

REVIEW COMPLETED, PROJECT APPROVED TO PROCEED  
*For Manchester Economic Development Office*

Name (Print): \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

PROJECT COMPLETED TO SPECIFICATIONS - FUNDING APPROVED  
*For Manchester Economic Development Office*

Name (Print): \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_